



USAID | HONDURAS

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Vacancy Announcement No. ST-FSN-37-13

OPEN TO:	All interested candidates who have the required work and/or residency permit
FULL LEVEL OF PERFORMANCE:	FSN PSC – 9
LOCATION OF POSITION:	Executive Office (EXO), Tegucigalpa, Honduras
POSITION TITLE:	Maintenance Supervisor (General Service Coordinator)
OPENING DATE:	September 10, 2013
CLOSING DATE:	September 24, 2013
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 309,741.00 to L. 526,557.00 per year.

BASIC FUNCTION:

The incumbent is responsible for the maintenance program of the USAID building and grounds, which includes generators, elevators, UPS systems, and security/communications systems. Incumbent is responsible for designing and supervising construction work in the USAID office building, including floor/office configurations and other infrastructure projects in the building. The position provides direct support to the Procurement Section and to EXO Management on a variety of procurement actions and security-related matters. Serves as the Mission liaison on security issues with implementing partners. The incumbent also serves as the Contracting Officer Representative (COR) for the janitorial services contract, the official mobile communications contract, and other contracts related to facilities maintenance for the USAID Mission in Honduras. Incumbent serves as backup to the Procurement Agent and to the Deputy Executive Officer on a variety of tasks.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.

1. Facilities Management and General Services (50%)

- a. Oversees a staff of 2 Maintenance Men ensuring that the maintenance activities performed on the USAID building are in accordance with the security regulations and operational guidelines, scheduled on a timely basis, and are completed in an efficient and satisfactory manner.
- b. Evaluates requests for office maintenance and property services including furnishings, equipment and appliances. Approves work orders and develops maintenance and work schedules, inspects the work in progress, and approves the completed work.
- c. Coordinates the work of outside contractors on maintenance of equipment such as elevators, generators, UPS systems, electrical systems and other equipment.
- d. Performs the employee's evaluation reports, takes disciplinary action with approval of the Executive Officer, distributes workloads, coordinates absences, and approves overtime.
- e. Prepares reports on various aspects of the maintenance program.
Responsible for keeping updated electronic plans of the office building and for making recommendations on the physical organization and better use of space.

- f. Serves as a liaison with the Embassy GSO, Facilities Management, warehouse, and the different EXO sections.
- g. Serves as COR for the Janitorial Services Contract of the USAID building, the official mobile communications contract, and other contracts related to facilities maintenance for the USAID Mission in Honduras.
- h. Advises the EXO on the purchase of major equipment, construction projects, and the advantages and disadvantages of contracting out services versus in-house performance of specific maintenance and repair operations.

2. Procurement (25%)

- a. Provides support on administrative procurements, including but not limited to general and IT equipment, office furniture, construction, cleaning, maintenance, and consultancy services locally and abroad.
- b. Serves either as buyer/negotiator or requestor of procurement actions in the Mission's procurement system (GLAAS).
- c. Provides management support on administrative and petty cash actions, executes credit card transactions as holder of one of the official purchase cards in EXO, and generates tax exoneration purchase orders in the Direccion Ejecutiva de Ingresos (DEI) system.
- d. Negotiates with vendors assuring best price, lead time, and quality. Prepares contracts, purchase orders or credit card orders assuring availability of funds and compliance with US Federal Government and USAID Rules and Regulations.
- e. In coordination with the Executive Officer and Procurement Agent, provides support in drafting and executing the Annual Procurement Plan using the Mission's established standardization plan, non-expendable property (NXP) cycle, and maintenance schedules.
- f. Serves as full-time back-up in the absence of the Procurement Agent.

3. Security Support (20%)

- a. Provides support on all physical security-related matters of the USAID building and liaises with the Office of Security in Washington (SEC), Regional Security Office (RSO), Regional Engineering Support Office (SEO), and local security guard force on technical security matters and building access.
 - b. Responsible for the maintenance and proper functioning of security equipment such as X-ray screening machine, metal detector, security barriers, FEBR doors, camera systems, etc.
 - c. Serves as liaison with implementing partners on security related matters in conjunction with EXO, RSO, and SEC/Washington and promotes training events related to security and safety.
4. Serves as backup to the Deputy Executive Officer on a variety of tasks which include security and building related matters, excess property, ICASS, and other tasks as requested. Serves as backup to the Deputy Executive Officer on a variety of tasks which include security and building related matters, excess property, ICASS, and other tasks as requested. **(5%)**

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION:	University Degree is required in the field of Electrical, Mechanical or Civil Engineering. A Master's Degree in Business Administration or related field is desirable.
EXPERIENCE:	Minimum of five (5) years of progressively responsible experience in facilities management and maintenance is required. Minimum of two (2) years of supervisory experience is also required. Experience in procurement is desirable.
LANGUAGE:	Level III (Good Working Knowledge) in English and Level IV (Fluent) in Spanish.
KNOWLEDGE:	Good working knowledge of building maintenance operations is required. Must have a good understanding of the operation of electro-mechanical equipment (such as air conditioners, generators, elevators, voltage regulators, etc.) and maintenance operating practices and procedures. A good working knowledge of procurement practices for goods and services at the local and international markets is desirable.
SKILLS AND ABILITIES:	Should be skilled in planning work schedules, establishing priorities, and checking quality of work is required. Must have the ability to supervise staff and contractors specialized in various technical areas. Must be tactful yet effective when dealing with outside contractors and office building landlords.

Must have good computer skills in Microsoft Word, Excel, Power Point, and design software like Auto-Cad.
Must be able to drive standard-sized vehicles.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work and/or residency permits to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: SEPTEMBER 24, 2013

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).